2014-2015
BERKELEY COUNTY ACCOMMODATIONS TAX
CHECK LIST

Please make sure all of the required documentation has been included with your application. Confirm the following items have been provided:

1. _____ *Proof of non-profit status by attached copy of IRS Tax Exempt Determination Letter, or Charter, and a current letter of registration with the S.C. Secretary of State.*
<mark>**NOTE: Please attach copy of "non-profit" certification to your <u>"original"</u> only. Do <u>not</u> attach copy of your "non-profit" certification if you were awarded funds in the past and have already submitted this document to the County.**</mark>

2. _____ Identified matching funds and source of the matching funds.

3. _____ A brief summary description of the proposed project/event.

4. _____ An expanded description of the proposed project/event if necessary to provide further detail regarding your proposed project/event.

5. _____ A detailed budget of the proposed project/event.
<mark>**NOTE: Reimbursement must be broken down into the expenses categories used in the detailed budget.**</mark>

6. _____ Description of the expected impact on tourism and the tourism industry your event will have. Certain tourism-related expenditures must be awarded on a "percentage of tourism" basis.   Applicants must be able to substantiate the amount of the total expenditure is related to tourism, and must be able to provide the "percentage of tourism" to the total budget of the project. "Tourists" are generally defined as those who travel at least 50 miles to attend an event.

7. _____ Organizations applying for funding must list on their applications any other accommodations tax funds they have requested or received from other municipalities or counties for the proposed project/event.

8. _____ Have you reviewed the County's procurement policies and procedures and determined that you understand and will comply with all pertinent provisions? This is a requirement to receive accommodations tax funding and your signature on the application will serve as acknowledgement of your intent to comply.

9. _____ Signature of Project/Event Director and Administrative Official must be on the application.

10. _____ If your organization received funding last year, a copy of the final financial statement for your project/event **must** accompany your application.

11. _____ Enclose one (1) original and eleven (11) copies of the application packet. Be sure the original is notarized before making the eleven (11) copies. As noted in item 1 above, attach copy of "non-profit" certification to your "original" only.

Note: This checklist is provided to assist you in making sure that your application submittal is complete. <mark>Please do not return the checklist with your application.</mark>